

## Job Profile

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# Assistant Director of Asset Management & Property Services

Grade: RB6

Date created: March 2026

### About the Job

The Assistant Director of Asset Management and Property Services (AMPS) provides strategic leadership and operational oversight of Gloucestershire County Council's land and property portfolio. The post is responsible for ensuring the Council has a compliant, fit for purpose, financially sustainable and future ready estate that supports service delivery, organisational priorities, and the Council Strategy 2025–2029.

The role leads the Asset Management and Property Services function, which covers corporate property, education and rural estates, facilities management (FM), capital projects, disposals, development, surveying, engineering, and estate data management. The post holder acts as principal advisor to senior leaders, Members and partners on property strategy, investment, disposals, and risk.

This role reports directly to the Deputy Chief Executive and Executive Director of Corporate Resources and plays a key role in the Corporate Leadership Team's oversight of capital strategy, property governance and cross council transformation.

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## This is what we need you to do...

### 1. Provide strategic leadership for the Council's property portfolio

- Lead the development and delivery of the Corporate Asset Management Plan, ensuring alignment with the Council's priorities, MTFS and capital strategy.
- Ensure the estate is proactively managed to support service delivery, net-zero ambitions, lifecycle planning, and community needs.
- Offer expert advice to Cabinet, CLT and senior Members on asset strategy, acquisitions, disposals, investment, and risk.

### 2. Deliver a robust, transparent and efficient property service

- Lead AMPS teams covering corporate estate, schools estate, rural estate, facilities management, engineering, surveying, disposals, development and property information.
- Ensure statutory compliance across all buildings, including health & safety, fire safety, mechanical & electrical, environmental performance and accessibility.
- Maintain accurate, high quality asset data to enable evidence based decision making.

### 3. Oversee capital programme development and delivery

- Oversee development of capital scheme scopes, ensuring due diligence, realistic costings, clear business cases and high quality project delivery.

### Special Conditions

- The role may require attendance at sites across Gloucestershire, including operational, rural, and school locations.
- Out of hours attendance may be required during emergency incidents or urgent property related matters.
- The role holds delegated authority for property and capital related decisions within agreed limits.

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- Act as Vice Chair of the Capital Strategy Board, ensuring rigorous gateway and assurance processes.
- Provide professional oversight of significant capital projects across the GCC estate, including school expansions, new builds, refurbishments and infrastructure.

#### **4. Lead disposals, acquisitions and strategic estate change**

- Oversee the disposals programme to realise required capital receipts and meet Medium-Term Financial Strategy commitments.
- Ensure disposals, acquisitions, leases and land transactions comply with legislation, governance and policy.
- Lead estate rationalisation work, including Agile Estate Programme phases and accommodation strategies.
- Manage relationships with partners across the One Public Estate programme.

#### **5. Provide strategic property advice for Local Government Reorganisation (LGR)**

- Act as GCC representative on the LGR Portfolio Board for Property and Assets.
- Lead development of a county-wide asset baseline, opportunities for rationalisation, joint ventures, and shared delivery models.
- Support the planning and preparation of future operating models and governance structures.

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## 6. Ensure effective financial stewardship and risk management

- Oversee AMPS budgets and ensure cost effective management of maintenance, compliance and capital investment.
- Provide assurance on property-related risks, resilience, and compliance exposure.
- Ensure procurement activity meets legal, financial and ethical standards.

## 7. Build strong partnerships and represent the Council

- Work collaboratively with districts, education partners, NHS bodies, blue light services, voluntary sector, and government agencies.
- Represent GCC in regional and national forums on asset management, capital strategy and estates.

## 8. Lead, develop and inspire teams

- Provide visible leadership to a multi-disciplinary AMPS workforce.
- Develop a culture of continuous improvement, performance management, and high professional standards.
- Ensure capacity and capability planning, including succession planning.

## 9. Monitoring and ongoing development of outcomes

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As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

## The ideal candidate will have...

### Experience

- Extensive senior level experience in strategic asset management and property services within a large, complex organisation.
- Proven leadership of multi-disciplinary property teams (e.g., FM, capital projects, surveying, disposals).
- Demonstrable experience of developing and delivering estate strategies, capital programmes, disposals strategies and compliance frameworks.
- Strong experience managing statutory compliance and building safety responsibilities.
- Experience advising senior leaders and elected Members on property matters.
- Experience managing large budgets and delivering financial efficiencies.
- Experience in complex partnership working and cross agency collaboration.

### Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence.
- Aligned with Gloucestershire Values:
  - Visible, collaborative, positive and solution focused leadership.
  - Strong commitment to public service and delivering value for money.
  - Builds trust, acts with integrity and demonstrates resilience under pressure.

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### Knowledge, Skills and Understanding

- Expert understanding of asset management principles, property law, capital planning, estates data and compliance.
- Strong commercial acumen and ability to assess investment options and business cases.
- Excellent political awareness and understanding of the local government operating environment.
- Ability to analyse complex datasets and provide clear, evidence based recommendations.
- Excellent communication skills, able to translate technical information for non-specialists.
- Strong judgement, negotiation and stakeholder management skills.

### Education & Qualifications

#### Essential

- Degree level qualification in a property related discipline (e.g., Estates Management, Building Surveying, Construction, Engineering) or equivalent experience.
- Professional membership of RICS, CIOB, ICE or equivalent, or ability to demonstrate comparable professional expertise.
- Evidence of continuing professional development.

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